

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV15422650
POSITION NO: 244920
POSITION TITLE: Proposal Writer

DATE POSTED: 01/24/22
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE: <u>Fiscal Recovery Fund Office / Window Rock, AZ</u>		
WORK DAYS: <u>MON - FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ65A</u>
WORK HOURS: <u>40/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Coordinates the development of American Rescue Plan Act (ARPA)/Fiscal Recovery Fund (FRF) funding - proposals for supplemental funding to supplement Navajo Nation ARPA/FRF funded projects; coordinates with Navajo Nation divisions/departments/programs to ensure sound proposals relative to funding opportunity guidelines; ensure all benchmarked priorities are included in the funding proposal; ensure timely submission of funding proposals; coordinate with internal and external financial management entities to ensure financial documents submitted with funding proposals are sufficiently and accurately prepared. Researches federal, state, county and local funding opportunities; analyzes relativeness of funding opportunity; makes recommendations to NNFRFO management and other Navajo Nation divisions/departments/programs; upon identification of funding opportunity, provides written notification to impacted Navajo Nation organization. Maintains inventory of all submitted funding proposals in WORD file and PDF file; prepares quarterly report of identified funding opportunities; funding opportunities that had funding proposal submitted, and final action (funded or unfunded) of funding proposals; at the end of the fiscal year, prepares annual report with same information as quarterly report. Conducts annual assessment of unfunded needs for Navajo Nation divisions/departments/programs to inform Navajo Nation leadership and NNFRFO management of priority needs. Attend training on an annual basis to keep informed of developments in proposal writing. Attend meetings to gain more knowledge of ARPA/FRF funded programs; other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Public Administration or closely related field; and four (4) years of experience in proposal writing, grant writing or grant administration; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of grant funding policies and procedures and applicable regulations. Knowledge of community planning concepts, principles, techniques and practices. Knowledge of restricted fund accounting principles, procedures and standards. Skill in analyzing and interpreting financial data and preparing financial reports, statements and/or projections. Skill in the application of applicable organizational forms to concentrate resources on community development needs. Skill in verbal and written communication.

Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.